

Weber County

Job Description

Title: Administrative Services Director/Human Resource Director	
Closing Date: Open Until Filled	Effective Date: 1/17
Department: Administration	Salary: \$110,000 – 130,000
Career Serv: No (Appointed)	FLSA: Exempt

GENERAL PURPOSE

Performs a variety of professional administrative and upper level management duties related to the Administrative Services Department of Weber County and the Division of Human Resources. In accordance with County policy, and the County Personnel Management Act Section 17 Chapter 33 of the Utah Code, oversees HR operations to assure compliance with federal and state labor laws and established policies and procedures. Provides general oversight of the various administrative services departments and will act as a liaison with those department directors and the Board of County Commissioners.

SUPERVISION RECEIVED

As a Department Director, works under the direct supervision of the Board of County Commissioners.

SUPERVISION EXERCISED As the Director of Administrative Services leadership team, provides direct supervision to the Human Resource staff, Special Projects/Contract Review Director, Information Technology Director, Risk Management Coordinator, and County Purchasing Agent, acts as liaison to the County Housing Authority Director and the County Internal Auditor.

ESSENTIAL FUNCTIONS

Encourage and exercise leadership in the development of expertise in personnel administration within the departments and offices; administers county-wide pro-active employee/management relations programs.

Develops, recommends, and implements county-wide operating policies and procedures; interprets policies; conducts regular review and update of the County policy and procedures. Recommends and reviews studies, proposals, and various administrative contracts to assure valid performance markers including financial viability and completion schedules. Monitors the administrative process to align county resources with established goals.

Directs benefit program administration for county employees; negotiates with benefit providers and administrators for program provisions, premiums etc.; conducts research in benefit program enhancements and cost containment; issues requests for proposals for benefit programs, receives and reviews bids, makes recommendations to the County Commission; implements changes upon approval.

Designs and administers a county pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits; prepares, directs the administration of a position classification plan for all positions in the career service; conducts job analysis and salary surveys;

apprises County Commission on current salary and benefit statistics as needed to maintain a fiscally responsible, yet competitive salary and benefit package.

Directs, develops, and administers county-wide performance management programs, employee recognition programs, custom training programs, coordinates applicable training for various departments, upon request; assists employees to resolve work related problems.

Controls and manages the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations. Negotiates and recommends for approval all settlement agreements with the Utah Labor Commission and the Utah Anti Discrimination Division.

Manages the day-to-day operations of the HR department; determines performance standards; evaluates employee performance and makes decisions affecting job retention, advancement, discipline and discharge; directs and controls recruitment and selection activities for staff members; reviews and monitors overall department performance.

Monitors and advises elected officials/department heads relative to any action involving the status of an employee, i.e. discipline, discharge, promotions, pay raises, terminations, leaves, evaluations and grievance procedures; maintains personnel action and employment records; resolves complex issues related to recruitment, selection, compensation, discipline and discharge, etc. in order to eliminate or minimize the need to utilize the grievance procedures. As per County policy must give final approval of any employee disciplinary actions which may affect employee rights of due process or employee rights of employment.

Directs the recruitment for vacant and created positions. Determines testing procedures. Certifies eligibility lists and employment registers, approves finalists in the recruitment process, monitors and verifies appointments are made in accordance with established policies and rules.

Develops and manages the department's budget.

Collaborates and coordinates with other county government agencies and program staff to assure the efficient provision of targeted services.

Other administrative duties assigned by the County Commission.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in Human Resource administration, public administration or a related field;

AND

- B. Six (6) years of progressively responsible work experience related to the management of Human Resources, including, recruitment and selection activities, compensation and benefit program administration, and computer based records management;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of Human Resource management theory, methods, and practices; the legal environment related to Human Resource management; benefit, retirement, and

compensation laws and guidelines; budget & accounting principles; county department operations including applicable laws and regulations; principles of supervision; federal and state laws as they apply to Human Resource management practices; benefit costing procedures; training methods; basic computer operation.

Ability to communicate effectively, verbally and in writing; interpret legal decisions and laws; make decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Must be or become PHR or SPHR certified within 1 year of employment.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing and common eye, hand, finger dexterity utilized. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

SPECIAL QUALIFICATIONS

Must have or be able to obtain a valid Utah Driver's license and have a good driving record.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine and equipment as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

**POSITION IS OPENED UNTIL FILLED APPLICATION AVAILABLE AT AND MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED**

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.